

SAMPLE LETTER

FULL RELEASE LETTER WITH RECORDS

[Insert Inside Mailing Address]

Re: Freedom of Information Act Request EPA-XX-XXXX-XXXXXX

Dear Mr./Mrs./Ms (Name of requester):

This is in response to your Freedom of Information Act request of (request date), regarding (nature of request).

I am enclosing a copy/copies of the records, which is/are responsive to your request. An itemized invoice covering the charges for processing your request is enclosed. Please forward your check or money order, made payable to the U.S. Environmental Protection Agency, within 30 days of the date of this response. Your check should refer to the tracking number above and should be accompanied by the top portion of the enclosed Bill for Collection. Also, in a continued effort to streamline the FOIA process, EPA is now offering you the option of paying your FOIA bill on-line. There is no requirement for you to use the on-line system to pay your bill, but if you choose to do so please go to www.pay.gov and follow the simple instructions. Please be sure to have your tracking number available so that the payment can be applied to the correct charge. Your prompt payment of the amount indicated will be appreciated.

You may appeal this response to the National Freedom of Information Officer, U.S. EPA, FOIA and Privacy Branch, 1200 Pennsylvania Avenue, N.W. (2822T), Washington, DC 20460 (U.S. Postal Service Only), FAX: (202) 566-2147, E-mail: foia_hq@epa.gov. Only items mailed through the United States Postal Service may be delivered to 1200 Pennsylvania Avenue, NW. If you are submitting your appeal via hand delivery, courier service or overnight delivery, you must address your correspondence to 1301 Constitution Avenue, N.W., Room 6416J, Washington, DC 20004. Your appeal must be made in writing, and it must be submitted no later than 30 calendar days from the date of this letter. The Agency will not consider appeals received after the 30 calendar day limit. The appeal letter should include the RIN listed above. For quickest possible handling, the appeal letter and its envelope should be marked "Freedom of Information Act Appeal."

Sincerely,

(Division Director or Higher Signature)
Title and Office